

# Gordon County Board of Assessors

## Members

Lamar J. Ray, Chairman  
Frank Sullivan  
Jerry Barton



Chief Appraiser  
Dana Burch

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## MINUTES FOR JANUARY 9, 2020 BOARD OF ASSESSORS MEETING:

The Gordon County Board of Assessors held a meeting on January 9, 2020 in the Conference room of the Gordon County Government Plaza. The meeting was called to order by Chief Appraiser Dana Burch at 11:52 a.m.

### Roll Call, Election of Chairman, & Appointment of Board Secretary

In attendance was Frank Sullivan (Assessor), Jerry Barton (Assessor), Lamar Ray (Assessor), Ashley Bailey (Senior Field Appraiser), Jeremy Womack (Deputy Chief Appraiser), and Dana Burch (Chief Appraiser). At this time a motion was made by Frank Sullivan to nominate Lamar Ray as Chairman of the Board of Assessors, motion was seconded by Jerry Barton and the motion carries, unanimously.

Chairman Ray requested a motion to appoint Ashley Bailey as board secretary, motion was made by Jerry Barton, Seconded by Frank Sullivan, motion carries, unanimously.

### Public/Guest Comments & Concerns

There were no public/guest in attendance

### Minutes for December 20, 2019

Chairman Ray requested a motion to approve the minutes for December 20, 2019 Board of Assessors Minutes. Frank Sullivan made a motion to approve those minutes, Jerry Barton seconded the motion, motion carries, unanimously.

### Old Business

There was no Old Business to be discussed at this time

### New Business:

### Motor Vehicle Appeals:

The Board of Assessors discussed and reviewed the values on four motor vehicle appeals. Jerry Barton made a motion to approve the values set for the motor vehicle appeals, Franks Sullivan seconded the motion, motion carries, unanimously.

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## Homestead and Disabled Veteran Exemptions:

A total of 372 homestead exemptions were presented to the Board of Assessors; Upon review a motion was requested by Chairman Ray to approve the homestead exemptions, a motion was made by Frank Sullivan to approve the 372 homestead exemptions, motion was seconded by Jerry Barton, motion carries, unanimously.

One Disable Veteran Exemption was presented to the Board of Assessors. A motion was made by Jerry Barton to approve the Veterans Exemption, motion was seconded by Frank Sullivan, motion carries, unanimously

## Personal Property:

There were no Personal Property items presented to the board at this time.

## Real Property:

Two 30 Day notices were presented, a motion was requested by Chairman Ray, Jerry Barton mad a motion to accept the two 30 Day notices, motion was seconded by Frank Sullivan, motion carries, unanimously.

Chairman Ray made a motion to forward to the Board of Equalization one property that was presented as such, motion was seconded by Jerry Barton, motion carries, unanimously.

There were 28 Conservation use Covenant Applications presented to the board for approval. Upon review and discussion, Frank Sullivan made a motion to approve the 28 Conservation use Covenant Applications, Jerry Barton seconded the motion, motion carries, unanimously.

## Policies:

Chief Appraiser Dana Burch read and presented a new policy on Resending Taxpayer Notifications. After review Chairman Ray requested a motion to approve the new policy on Resending Taxpayer Notifications, Jerry Barton made a motion to approve the policy, Frank Sullivan seconded, motion carries, unanimously.

Chief Appraiser Dana Burch read and presented a new policy on Scanning documents into Win Gap. After review Chairman Ray requested a motion to approve the new policy on Scanning Documents into Win Gap, Frank Sullivan made a motion to approve the policy, Jerry Barton seconded, motion carries, unanimously.

Chief Appraiser Dana Burch read and presented a new policy on taking Homestead Exemptions. After review Chairman Ray requested a motion to approve the new policy on taking Homestead exemptions contingent on sign off by the Tax Commissioner, Jerry Barton made a motion to approve the policy provided the Tax Commissioner signs off on the policy, Frank Sullivan seconded the motion, motion carries, unanimously.

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## Polices Continued:

Chief Appraiser Dana Burch read and presented a new policy on Office Meetings. After review Chairman Ray requested a motion to approve the new policy on Office Meetings, Frank Sullivan made a motion to approve the policy, Jerry Barton seconded, motion carries, unanimously.

Chief Appraiser Dana Burch presented an update to the Policy and Procedures on Splits, Combines, and Map Changes. After review Chairman Ray requested a motion to approve the new policy on Splits, Combines, and Map Changes, Jerry Barton made a motion to approve the policy, Frank Sullivan seconded, motion carries, unanimously

## Appraisals:

No Appraisals were presented to the board at this time.

## Schedules:

No Schedules were presented to the board at this time.

## General Discussion:

## Assessor/Staff Education:

Chief Appraiser Dana Burch gave the Board of Assessors and update on the education status of all staff members, as well as provided a list of all completed classes for each staff member. All staff members are current on all education requirements.

## Pilots:

Chief Burch provide a Bill of Sale for a previously approved Aladdin Pilot, as well as update on pilot invoices.

## Field Work Report:

An update was provided to the Board of Assessors on the previous months field work production. Board was also updated on the upcoming months Field Work Plans,

## 2020 Update:

Updated ratios for Residential 2020, Commercial 2020, Agricultural 2020, Industrial 2020 were submitted to the Board of Assessors for approval. Frank Sullivan made a motion to approve the updated Ratios, Jerry Barton seconded the motion, motion carries, unanimously.

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## Review of CUVA Application for Parcel (119-055):

Senior Field Appraiser Ashley Bailey presented a Covenant Application submitted for Parcel number 119-055. After Review and discussion Ashley Bailey recommended denial of the Conservation Use Covenant Application. A motion was made by Jerry Barton to deny the Conservation Use Covenant Application, the motion was seconded by Frank Sullivan, motion carries, unanimously.

## Executive Session:

The board retired into Executive Session. Some Members of the Board of Assessors will be meeting with Chief Appraiser Dana Burch on January 22<sup>nd</sup> and 23<sup>rd</sup> 2020 to conduct and complete employee evaluations. No Motion Needed.

## Set Next Meeting Date:

A motion was made by Chairman Ray to accept the date of February 13, 2020 as the next meeting date for the Gordon County Board of Assessors. Frank Sullivan seconded the motion, motion carries, unanimously.

## Adjourn:

Frank Sullivan made the motion with no further business to come before the board that we adjourn, Jerry Barton seconded the motion and the meeting was adjourn at 12:08 p.m.

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Minutes prepared by Ashley Bailey

All documentation provided in meeting available upon request.

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Jerry Barton



Chief Appraiser  
Dana Burch

Approved On: 2/13/20, 2020

By:

Handwritten signature of Lamar Ray in black ink.

Lamar Ray, Chairman of Board of Assessors

Handwritten signature of Frank Sullivan in blue ink.

Frank Sullivan, Member of Board of Assessors

Handwritten signature of Jerry Barton in black ink.

Jerry Barton, Member of Board of Assessors